



## **DEPARTMENT REPORT**

**To:** Mayor McGuinness

**From:** Chief Tim O'Sullivan

**Date:** March 27, 2012

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1. Officer David Lucid will celebrate 25 years of service on April 01, 2012
2. Kip Werden hired as full time dispatcher.



## Street Department Report

**To:** Board of Public Works and Safety

**From:** Ron Collins, Street Commissioner

**Date:** March 28<sup>th</sup> 2012 for the April 2<sup>nd</sup> 2012 Board of Works Meeting

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1. All city neighborhoods' catch basins & storm drains have been cleaned, jetted, vacuumed & recorded.
2. Main St. has been striped with proper markings.
3. Pilot demo of computerized equipment/vehicle maintenance tracking system.
4. Installation of garage fresh air/exhaust system underway.



# Memorandum

To: Board of Public Works and Safety

From: Sherry Phillips, Sewer Billing Manager

Date: March 28, 2012

Re: Update

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## UPDATE

Liens-The lien payment check and Assessment Collection Report has been received. We are currently compiling a spreadsheet on what liens have been completely paid and can be released. This process is a lengthy one, because partial payments must also be checked. These liens will be released in the month of May.

Delinquent update- The liens were recorded with the Johnson Co Recorder on March 22, 2012. We ended up with 281—which was great since we started out with over 900 in the 90-day delinquent status. These liens will be certified on March 30, 2012. I have posted these off in Komputrol. The next 90-day lien process begins with letters being sent out again starting after June mail.

The office staff is doing a great job keeping up with daily work, as well as the special projects we have had going on—very proud of their efforts!

\*\*The Sewer Billing Office has no upcoming special events, contracts, or functions involving volunteers, who would need Certificates of Liability Insurance.